ADD Delivery Method

October 7, 2024

Name  
Address  
City, State Postal Code

RE: Renewal of Short-term Faculty Appointment

Dear Name:

On behalf of the [Department/School name] and the [College name], we are pleased to renew your short-term track, Faculty appointment with Washington State University. The terms of the renewal are as follows:

**Title | Title Code:** Official Title | Title Code

**Position Number:** xxxxx

**Location:** This position is housed on the [location] campus of WSU [alter to specific location plus potential assignment other location/campus as required]

**Appointment:** The appointment is 12 months annual/9 months academic, short-term track, Faculty rank

**Supervisor:** Dr. [Name, Title]

**Overtime**

**Eligibility:**  Overtime Ineligible – This position is ineligible for overtime. You are to document leave activity by completing and certifying time off and leave requests via Workday. OR Overtime Eligible – This position is eligible for overtime. You are to track hours worked and time off or leave taken via Workday.

**FTE:** ###% Full-time equivalency (FTE)

**Salary:** $xx,xxx on an academic/annual year basis

**Workload:** Your workload distribution OR assignments [add].

**Effective Dates:** The appointment is effective DATE through DATE. In accordance with the WSU *Faculty Manual*, Section III.E.1, this appointment will end on the date specified unless positive action is taken to renew your appointment.

[*Insert if on an Annual Appointment:* Accumulated annual leave must be used prior to the termination date, unless you obtain a written exception from your appointing authority.]

The current *Faculty Manual*, in its current form and as it may be revised in the future, is a primary resource for policies and procedures regarding faculty, and its provisions are conditions of employment.  Of note, the disciplinary process/procedures included in the Faculty Manual may result in being placed on unpaid leave during the pendency of the matter. The *Faculty Manual* should be consulted and followed in resolving questions regarding your appointment. The *Faculty Manual* can be found on the [Faculty Senate website](https://facsen.wsu.edu/" \t "_blank" \o "https://facsen.wsu.edu/).

The Washington State University Intellectual Property policy, which is included in the *Faculty Manual* and is a condition of your employment, provides that certain intellectual properties developed within the scope of the faculty members’ employment or association, or developed with substantial use of university facilities, or developed under third party funding agreements are considered to be the property of the University. By your acceptance of this position, you hereby assign to the University any intellectual property in which the University has an interest, as defined by the *Faculty Manual*, and further agree to execute promptly all assignments, waivers and other legal documents necessary to vest in the University or its assignee any and all rights to the intellectual property.

Please return a signed copy of this letter indicating if you accept or decline this offer of appointment to Name, Title, Mailing Address. A reply is requested at your earliest convenience, but no later than Date. Retain a copy of the letter for your records. Thank you for replying at your earliest convenience.

Thank you for your continued service to the Department/School and the College.

Sincerely,

Name, Chair/Director Appointing Authority Name, Title

Department/School Name College of Name

Campus Appointing Authority Name, Title

Name of Campus

cc: Appropriate College/Department representative(s)

HRS Personnel File

Accept Decline

Name Date